

ADMINISTRATIVE MEMORANDUM NO. 18

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(FBIS-442)

May 21, 1943


TO THE DIVISION AND SECTION CHIEFS OF FBIS:

The Civil Service Commission under its Administrative Regulations limits promotions (including changes from one grade to a position of a high grade) in the following ways:

- 1) A person must occupy a position for 30 days before a promotion up to \$300 may be made.
- 2) A person must occupy a position for six months before a promotion of \$300 or more, but less than \$600, may be made.
- 3) A person must occupy a position for twelve months or more before a promotion of \$600 or more can be made.

The Regulation provides that exceptions may be made in unusual or meritorious cases. These must take into account the entire work experience and training of the person who is promoted outside these limitations. Such promotions must be reported immediately to the Civil Service Commission for post audit.

So far as possible Division and Section Chiefs will make all recommendations for promotion within these general regulations. Cases of exception should be accompanied by a special statement for the Director, indicating reasons for making such exception. These will be kept on file for reference to Congressional committees or the Civil Service Commission who are interested in investigating any promotion cases outside the regulations.


Robert D. Leigh,
Director

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